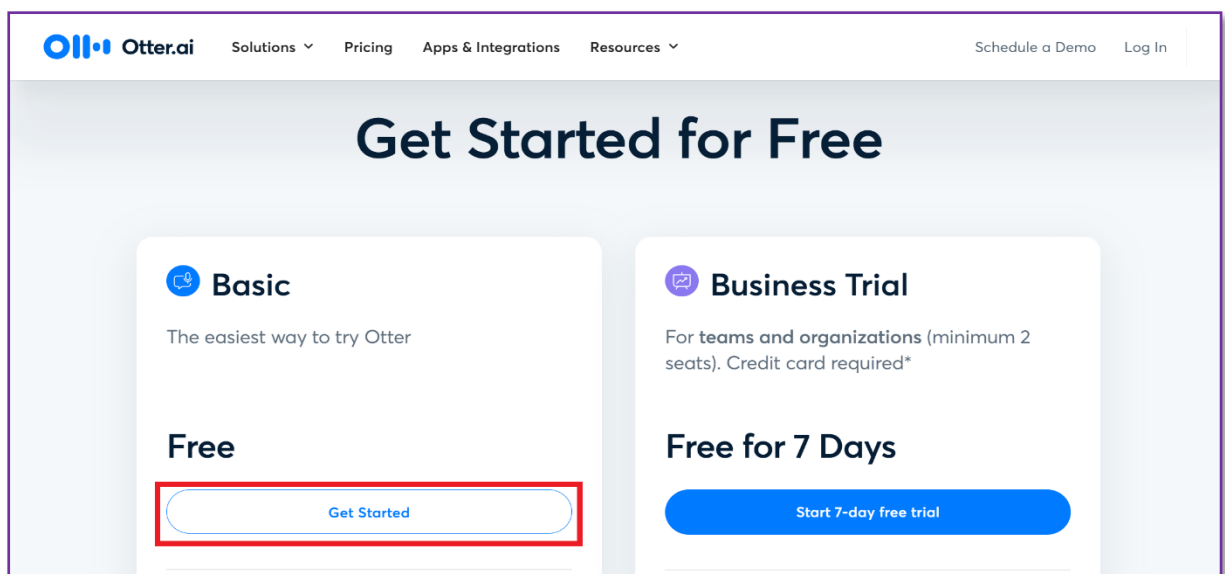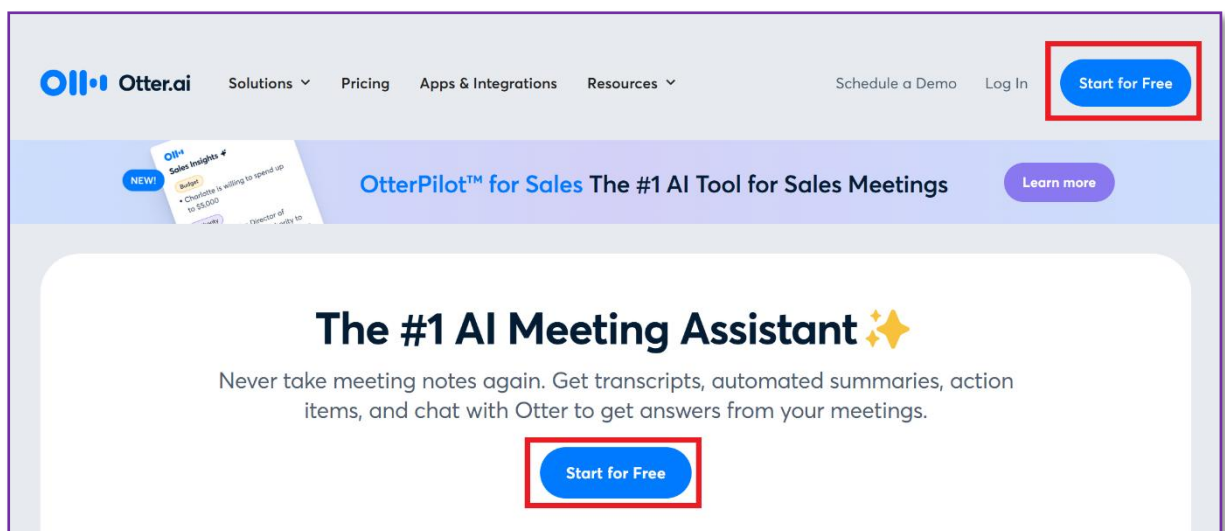# Course Material
Otter.ai

Note:

1. **Please refer the Zoom meeting recordings to understand how the tool works before getting started.**
2. **The free versions of all AI tools come with limited usage.**

AI Tools for Content Creation

Otter.ai

1. Go to https://otter.ai/
2. Click on "**Start for Free**" and choose Basic – Free plan. Click on **"Get Started"** to Sign up using Google/Microsoft account.

3. The following functions can be performed using **Otter.ai**:
   a. Existing audio or video can be transcribed using the "**Import**" option.
   b. The "**Record**" option allows speech to be recorded and converted into a text transcript.
   c. A live meeting can be recorded by adding the meeting URL under "**Record a live meeting**". Click "**Record**" for Otter to capture your meeting. Once the meeting ends, Otter will generate a complete transcript of the conversation, summarize the meeting, and help assign action items.
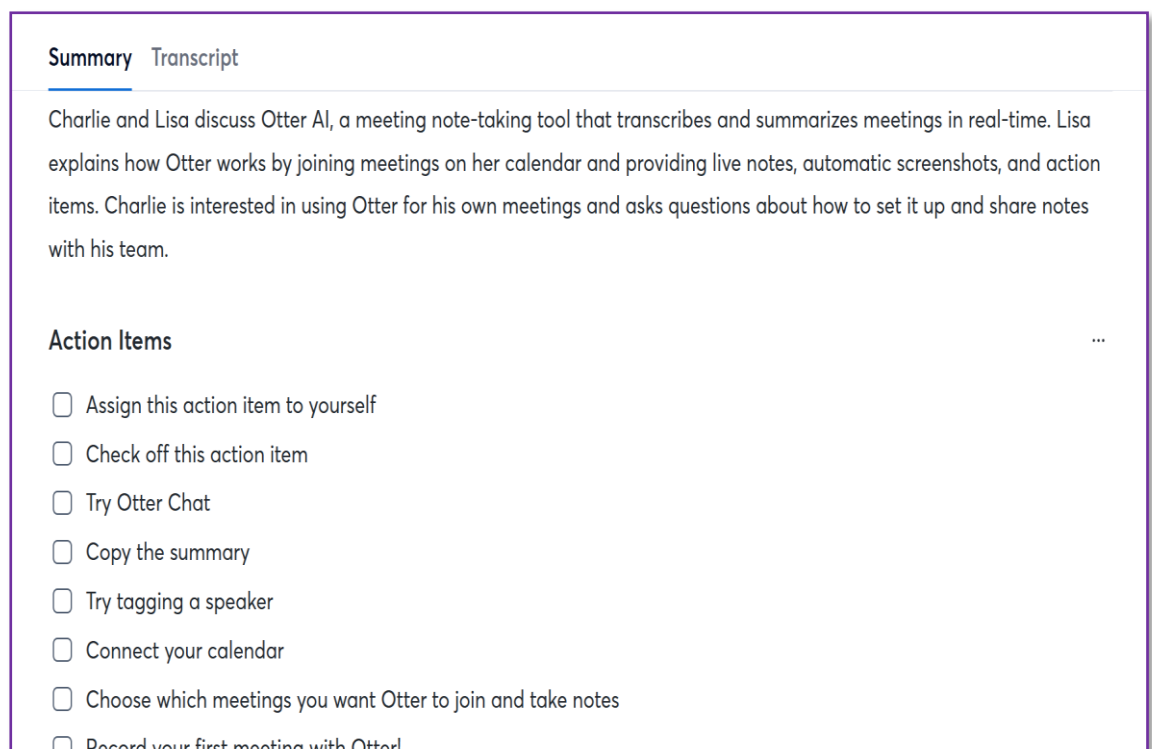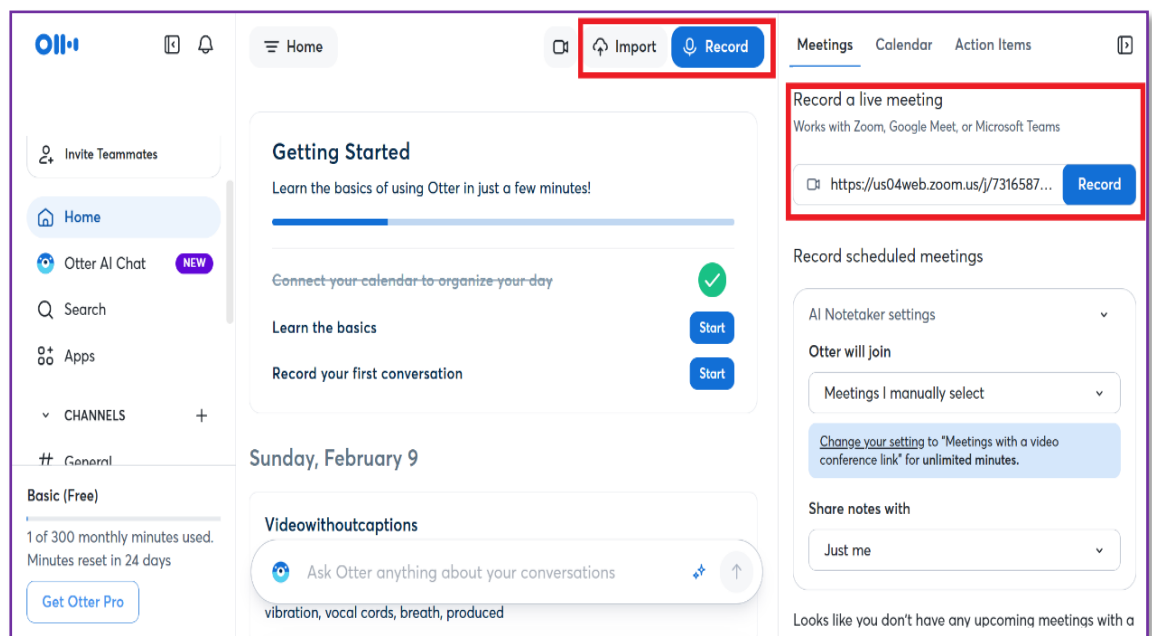
Summary | **Transcript**

Lisa ⊘ 0:08

Yeah, I started using Otter a few months ago. And it saved me a lot of time from taking manual notes. It also helps me find answers from previous meetings and even write follow up emails.

Charlie 0:21

Wow, really? Can you show me how it works?

Lisa ⊘ 0:24

Sure. So this is Otter AI Chat. I can ask questions across all the conversations I've recorded with Otter, including meetings and voice memos. I can also use Otter AI Chat

0:00   3:44

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